

Executive Registry

80-3893

8 April 1980

OS REGISTRY

FILE Security 18
X meetings 2

MEMORANDUM FOR: Chief, Logistics Services Division

FROM: [REDACTED]

SA to the DCI for Compartmentation

SUBJECT: Appointment of a Logistics Officer to Arrange
Details for the 5-6 May APEX Seminar

1. This memorandum is in reference to our meeting on 14 March 1980, subject as above, with two members of my staff- [REDACTED]

[REDACTED] Per your request, the following details are provided as a starting point for the officer you appoint to arrange for the 5-6 May APEX Seminar. The attached letter was dispatched to the Seminar attendees this week which will provide additional insight into the purpose and function of the Seminar. To date, there are approximately 300 attendees identified. Total numbers should be resolved within the week.

2. Following are specific items which will require arrangement; times will be applied as necessary:

- Parking spaces in West Lot
- Shuttle from West Lot to Auditorium
- Tables available for registration and check-in
- Collection of monies for cocktail party
- Arrangement of cocktail party for evening of 5 May
- Name tags
- Checking of individual credentials for access and issue of badges
- Coffee, tea and doughnuts in morning and at breaks
- Reserve cafeteria for lunch on both 5-6 May
- Table with 5/6 chairs on stage when required
- Microphones for panel discussion
- Microphone for M.C.
- Turn in and storage of classified material for evening of 5 May
- Passage of clearances to Security
- Arrange DoD buses for entry to CIA Headquarters in morning and evening
- Arrange video/audiotape recording of Seminar (especially video of Admiral Turner's address)

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the 5/6 May APEX Seminar

- Folders
- Projectionist for slides, films, etc.
- Carafe of water and glasses on stage
- A message board
- Access to rest rooms
- Access to Hqs. Bldg. for lunch and cocktail party on 5 May
- Arrangement of environmental control system operation for Auditorium

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3. It is requested that the officer you appoint to make the above
arrangements contact [redacted] of my staff as soon as possible to
work out additional details and to be provided specific times for those
items that are time sensitive.



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Attachment

cc: D/Logistics
✓C/Hdqs. Security Branch